PROGRAM MEMO

TO: Area Agencies on Aging

NO: PM 18-11

DATE ISSUED: September 5, 2018

SUBJECT: Area Plan Contract AP-1819 Amendment 1 Budget and Reporting Information

Purpose

This Program Memo provides a closeout reporting overview, instructions, and deadlines for the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) contract SP-1718.

Overview


Both the form and the form instructions can be found on the Fiscal Forms and Documents page on the California Department of Aging’s (CDA) website.

Deadlines

Your SP-1718 contract closeout is due to CDA no later than October 31, 2018.

By the due date, email your completed electronic copy of the SNAP-Ed Final Report of Expenditures (CDA 2003) form along with a scanned copy of the signature page to SNAP-Ed.fiscal@aging.ca.gov. Original signatures are not required to be sent to CDA; however, should be maintained in your files.

Inquiries

For closeout reporting inquiries, email: SNAP-Ed.fiscal@aging.ca.gov.